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MEMORANDUM FOR: Director, Intelligence Community Staff
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council
General Counsel
Inspector General
Director, Office of External Affairs
Comptroller
Director of Personnel
Director, Equal Employment Opportunity
Executive Secretary
Administrative Officer, DCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Annual Circulation of Handbook of Required Regulatory
Readings [redacted]

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1. The Handbook of Required Regulatory Readings [redacted] revised as of 5 October 1982 has been circulated to all components throughout the Agency. Each year this handbook is updated to conform to new Federal statutes, Executive orders, Government directives, and current Agency policy thereby containing information with which all Agency employees must be familiar in carrying out their duties and responsibilities.

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2. In addition, pertinent excerpts of Executive Order 12333 (Appendix A) and the full text of Executive Order 12334 (Appendix B) were added to this year's readings at the suggestion of the Counsel for the President's Intelligence Oversight Board. Given the great importance that the President has placed on effective oversight of intelligence activities, Headquarters Regulation [redacted] which implements Executive Orders 12333 and 12334 was also recommended by the Intelligence Oversight Board as required reading for all Agency employees.

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[redacted] Accordingly, please ensure that supervisors circulate the handbook to all employees under their supervision; further that employees initial a routing sheet attached by their supervisor to indicate they have read the material in the handbook.

[redacted]
Harry E. Fitzwater